

**SUMMARY MEETING NOTES
BUDGET RECOMMENDATIONS COMMITTEE
July 22, 2015**

1. Meeting called to order at 6:30 PM
2. Committee Attendees – see attached
3. Objective of meeting
 - a. Organize committee and its work.
 - b. Get an update from Town Manager re status of finances vs. budget.
4. Election of officers
 - a. Corey Stevens was nominated and elected as Chair by voice vote.
 - b. Bill Campbell was nominated and elected as Vice Chair by voice vote.
5. Schedule – evening meetings start at 6:30 PM until completed. Tentative schedule:
 - a. 9/23 – meeting for initial review of initial 2016 budget. Town Manager affirmed that initial budget is expected to be available in the week of September 21.
 - b. 10/21 – General Government subcommittee reports (full day starting at 8:30 AM).
 - c. 10/28 – Police/Fire subcommittee reports (televised).
 - d. 11/4 – Public Works (General) subcommittee reports (televised).
 - e. 11/9 – Public Works Water/Sewer subcommittee reports (televised).
 - f. 11/12 – Recreation/Library/Welfare/HSW subcommittee reports (televised).
 - g. 11/18 – CIP and wrap up of outstanding items (televised).
 - h. 11/24 – reserved for any final work, if needed.
6. Subcommittee expectations:
 - a. Meet with Departments and review budgets and CIP requests.
 - b. Prepare report of recommendations for full committee.
 - c. Deliver reports to Departments and full committee at least 48 hours in advance of presentation date to full committee.
 - d. Request information from Departments through subcommittee chair.
 - e. Post all meetings and minutes through Sheri Riffle at Town (at least 24 hours prior notice of meetings).
7. Reviewed Workgroup recommendations per bulleted list and Committee process modifications per numbered list circulated at meeting with clarifications and modifications as noted below.
 - a. Agreed that subcommittees will make good-faith summary of Department’s key issues.
 - b. Agreed that Finance Department will provide data from 2012 through 2016 budget to support Committee inspection for trends.

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8. Discussed Subcommittee organization and membership as noted below:
 - a. Police/Fire – Frank Ferraro (chair), Judy Rowan, Don Woodward
 - b. Public Works General – Bill Campbell (chair), Alan Corey, John Gilbert
 - c. Public Works Water/Sewer – Bob Kelly (chair), Peter Lennon, Ton Zwaan
 - d. Recreation/Library/Welfare/Human Services Warrant – Stephanie Canty (chair), Nikki Graney
 - e. General Government – Fran Hall (chair), Barry Sandberg, Phil Johnson
9. Town Manager presented summary of Town government structure and budget status YTD per handouts provided to meeting attendees.
10. Meeting adjourned at 8:25 PM on unanimous voice vote.